



# PlaidBridge.com Presents Our CHATGPT CHEAT SHEET



Define a **ROLE**. Assign a **TASK**. Direct the **OUTPUT**.

## Act in a Role:

Project Manager  
Lawyer  
Analyst  
Website Designer  
Marketer  
Prompt Engineer  
Accountant  
Inventor  
Best-Selling Author  
Chief Financial Officer  
Therapist  
Mindset Coach

## Do This Task:

Table  
Article  
Essay  
Social Media Post  
Email Sequence  
Job Candidate Interview  
SEO Keywords  
Video Script  
Recipe  
Analysis

## Show As

Table  
List  
Outline  
Summary  
(And coming soon...)  
*Graph*  
*Spreadsheet*  
*PDF*  
*Word Cloud*

Be Specific and Detailed for Best Results!

## The Basic Format

Write a [length][type] on [topic] in the style of [style]

For example:

Write a 200 word blog post on the best ways to lose weight in the style of Richard Simmons.

## Modification

Translate (or lengthen, shorten, paraphrase):  
[Copy then Paste text here]

## Instructional Guides

How do I [topic/question], provide a detailed list of instructions.

## Solve This Problem

How do I [topic/question], provide a detailed list of instructions.

## Change Style or Voice

Rewrite this text in the style of [style or person]: [Copy then Paste text here]

## Prompting for Business Ideas

Give context about who you are and what is your industry. The more details about you, the better the details of the response! Describe your perfect clientele, their demographic, where they live, what they would be most interested in.

For example: "I am a contractor who specializes in home remodeling and I am looking for new clients in a new younger family subdivision. Show me a multistep marketing plan that would appeal to this demographic in which I would share content about DIY projects but lead into ways I can help."

Ask questions! ChatGPT is happy to tell you about itself and how best to get good results. It will literally help you write your prompts! "Tell me how to best prompt you for [what you want to do]."

## List Keywords

Give me a list of keywords associated with [subject].

## Style Check Yourself

Critique this post/story/article, look for [specific likes/dislikes], suggest rewrites.

## Information / History

Who were all the signers of the Declaration of Independence?

## Explainers

Explain [topic] in simple terms, like I am a beginner.

## Compare Things

Do the lyrics for [SONG] have any themes in common with [book/movie/etc].

What are some ways that [situation] could benefit from learning about [other situation]

## TIP: Starter Prompts!

ChatGPT saves your chat sessions in a panel on the left side of the window.

Use one of your chat sessions to save your starting prompt describing yourself, your business, all the things you want ChatGPT to know to start a new brainstorming session for marketing, new employee interviews, or whatever you're asking.

Rename the prompt "My Business Starter" and copy/paste it into a new session whenever you want to kick off with that context in mind.

Do this for every big block of context you intend to use more than once.

## Linked Prompting

On sequential prompts:

- Write an outline for an article on [topic]
- Write a list of engaging headlines based on [topic]
- Write a list of subheadings and hooks
- Write some compelling call to actions for the article
- Combine for a full blog post [x] words long, rewrite post in [style, tone, voice, personality].

## Language Translation

- What's the difference between [word/phrase] and [word/phrase] in [language]?
- Translate "sentence from most any language" into [language]
- How to pronounce [word/phrase] phonetically in [language]

## TIP: Ask What You Don't Know

I am going to hire a designer for my business logo. So far I have a sketch, a color palette, and a budget for cost. Am I forgetting anything?

ChatGPT will gladly fill you in on any details you might have missed!



Making Sense  
of AI

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